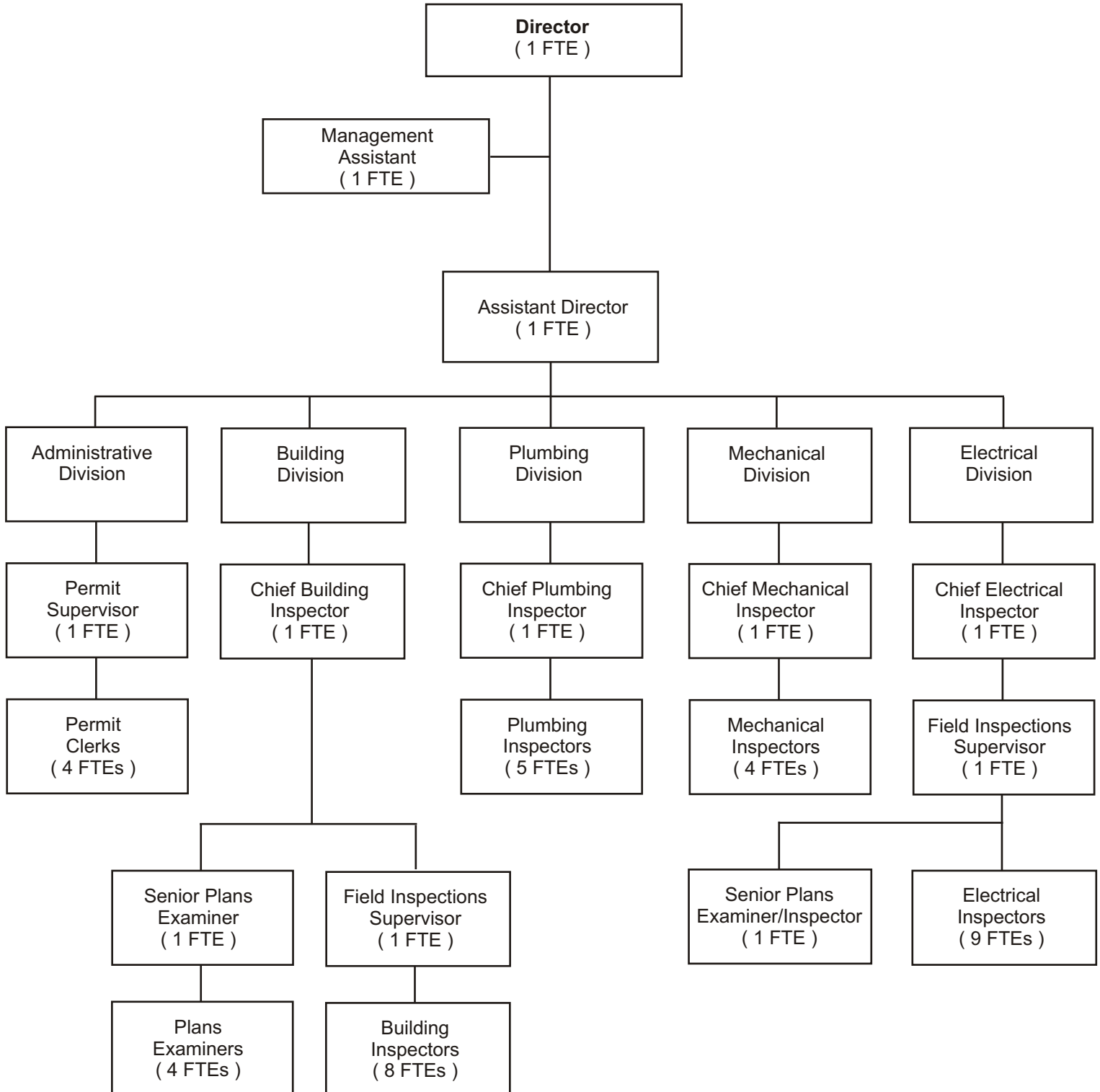




Durham City/County Inspections Department

(46 FTEs)



DURHAM CITY-COUNTY INSPECTIONS

Mission:

To provide a cost effective level of service designed to assure the adequate protection of the health and safety of the citizens of the City and County of Durham through assertive enforcement of the various State Building, Electrical, Plumbing, Mechanical, and Fire Codes and local Zoning Ordinances.

PROGRAM DESCRIPTION

Inspection Services

\$2,887,636
46 FTEs

The Durham City-County Inspections Department is a merged City and County Department that administers and enforces the North Carolina State Building Codes and Durham City-County Zoning Ordinances.

State Law mandates the inspection of all building construction for the purpose of enforcing the various construction codes, thereby assuring the adequate protection of the general public's health and safety. In addition, the City and County regulate development through the merged City-County Zoning Ordinance.

The City-County Inspections Department receives permit applications for all construction trades (building, electrical, plumbing, mechanical, and signs), reviews plans and specifications (including Fire Prevention plan reviews), issues permits for all construction activity, and follows up with field inspections to determine compliance with all applicable codes and the Zoning Ordinance.

The Department also provides day care facility inspections, semi-annual inspections of all public schools, inspections for Durham Housing Authority, follow-up inspections in response to citizens' concerns, Board of Adjustment case reviews, Development Review Board case reviews and Rezoning case reviews.

The current level of service supports economic development activities that increase citizen access to high quality jobs while increasing the City's tax base, by providing assistance to encourage new and existing development, and by providing prompt and efficient professional plan review and inspection services. In addition, the current level of service provides assistance with efforts to improve the livability of the City by managing the City's growth, protecting and preserving the environment, and maximizing the use of public infrastructure by providing plans review and inspections for all renovation/remodeling and new construction activities. This service helps ensure that all residential and commercial construction meets the NC State Building Code for safety and health, as well as complying with the Zoning Ordinance requirements, which are structured to preserve and protect the environment.

To assist the Department of Housing and Community Development in their efforts to eliminate substandard housing, the Inspections Department provides electrical, plumbing, and mechanical inspections for the Department of Housing's permits and projects.

In a continuing effort to do their part in assisting with the reduction of crime in Durham, the field inspectors in the Inspections Department have been trained to recognize potential crime situations, so that while they are in the field, they can report any suspicious activities directly to 9-1-1 by using their cellular phones.

RESOURCE ALLOCATION

	Actual FY 2001-02	Adopted FY 2002-03	Estimated FY 2002-03	Adopted FY 2003-04	Change
Appropriations					
Personal Services	\$ 2,360,465	\$ 2,570,155	\$ 2,401,321	\$ 2,630,546	2.3%
Operating	178,169	235,640	173,906	242,090	2.7%
Capital				15,000	
Total Appropriations	\$ 2,538,634	\$ 2,805,795	\$ 2,575,227	\$ 2,887,636	2.9%
Full Time Equivalents	45	46	46	46	-
Part-Time	2	3	2	3	-
Revenues					
Discretionary	\$ (1,423,978)	\$ (269,204)	\$ (996,494)	\$ (180,296)	-33.0%
Program	3,962,612	3,074,999	3,571,721	3,067,932	-0.2%
Total Revenues	\$ 2,538,634	\$ 2,805,795	\$ 2,575,227	\$ 2,887,636	2.9%

BUDGET ISSUES FOR FY 2003-04

- The FY2003-04 budget establishes a Technology Fee to provide revenue to fund hand-held computers for Inspectors in conjunction with the 'One-Stop Shop' initiative.
- This budget provides funding to replace outdated capital outlays (microfiche and fax machines).
- This budget provides ¾ funding for a vacant Plumbing Inspector position.
- The FY2003-04 budget absorbs Durham County inspection duties and related revenues.

UNFUNDED ITEMS

There are no unfunded items

COMPLETED INITIATIVES FOR FY 2002-03

- Inspected all public schools and new day care facilities.
- Conducted requested inspections within 24 hours 90% of the time.
- Reviewed 85% of all residential plans within 4 working days.
- Assisted with the development of "one-stop shopping" software for the development-related departments.
- Maintained 100% compliance in Fleet Maintenance preventive maintenance program.
- Performed 2 quality assurance inspections behind each inspector each month.
- Studied and adopted, on a local level, the "Pilot" Existing Building Code. The purpose of this code is to encourage the renovations/use of existing buildings by providing alternative construction methods.
- Hired a bi-lingual employee in the Administrative Division (to help with the City's Hispanic initiative).
- Contributed to the enhancement of Departmental WebPages.
- Studied possibilities of new Plan Review process for "walk-in" types of permit applications.

DEPARTMENT INITIATIVES FOR FY 2003-04

- Assist in the reduction of the incidence of crime through participation in the "Eyes and Ears" program.
- Assist with enforcement provisions of the Resource Protection Ordinance.
- Assist with implementation of software application for development-related one-stop shopping.

- Participate in major training efforts to train staff on the recently adopted International Building, Mechanical, and Plumbing Codes.
- Develop an e-mail address database for developers, design professionals, and contractors that desire to be notified by e-mail about upcoming policy changes or proposed fee changes.

GOALS, OBJECTIVES & STRATEGIES FOR FY 2003-04

GOAL: *To provide for the safety and health of citizens by ensuring that all construction meets the North Carolina State Building Codes*

OBJECTIVE: Perform two quality control inspections per inspector per month

STRATEGY: Appropriate Chief Inspector/Field Supervisor will report status of quality control inspections monthly during Departmental staff meetings.

MEASURE:	Actual FY 2002	Adopted FY 2003	Estimated FY 2003	Adopted FY 2004
Quality control inspections per inspector per month	2.7	2.0	2.5	2.0
% Inspections found to be accurate	99%	98%	99%	98%

GOAL: *To provide accurate and prompt plan review*

OBJECTIVE: Review 90% of all residential plans within 4 working days.

STRATEGY: Utilize express review program. The status will be reported monthly during Departmental staff meetings.

MEASURE:	Actual FY 2002	Adopted FY 2003	Estimated FY 2003	Adopted FY 2004
% Residential plans reviewed in 4 days	85%	90%	85%	90%
% Plan errors found in field	.6%	1.0%	.6%	1.0%

GOAL: *To provide timely response to customer requests*

OBJECTIVE: Respond to requested inspections within 24 hours 90% of the time

STRATEGY: Appropriate Chief Inspector/Field Supervisor will report status of response time monthly during Departmental staff meetings.

MEASURE:	Actual FY 2002	Adopted FY 2003	Estimated FY 2003	Adopted FY 2004
% Of inspections performed within 24 hours	93.7%	90%	90%	90%
Inspections/inspector/day	19	14	16	14